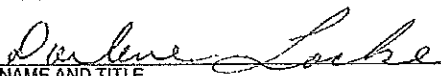


REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET			
1. NEW <input type="checkbox"/>		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQDEPUTY13				3. REPLACES PD NUMBER							
<b>RECOMMENDED</b>													
4. TITLE <b>DEPUTY STATE CONSERVATIONIST</b>						5. PAY PLAN <b>GS</b>		6. SERIES <b>301</b>		7. GRADE <b>13</b>			
8. WORKING TITLE (Optional) <b>DEPUTY STATE CONSERVATIONIST</b>						9. INCUMBENT (Optional)							
<b>OFFICIAL</b>													
10. TITLE <b>DEPUTY STATE CONSERVATIONIST</b>													
11. PP <b>GS</b>		12. SERIES <b>301</b>		13. FUNC		14. GRADE <b>13</b>		15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. CLASSIFIER													
<b>8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>													
1st		<b>United States Department of Agriculture</b>						5th					
2nd		<b>Natural Resources Conservation Service</b>						6th					
3rd		<b>State Conservationist</b>						7th					
4th								8th					
<b>SUPERVISOR'S CERTIFICATION</b>													
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.													
19. SUPERVISOR'S SIGNATURE						20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE				23. DATE	
21. SUPERVISOR'S NAME AND TITLE						24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE							
<b>FACTOR EVALUATION SYSTEM</b>													
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS			
1. Program Scope and Effect		<b>FL 1-3</b>		<b>550</b>		6. Other Conditions		<b>FL 6-5</b>		<b>1225</b>			
2. Organizational Setting		<b>FL 2-2</b>		<b>250</b>									
3. Spvry. & Managerial Auth.		<b>FL 3-2</b>		<b>450</b>									
4. Personal Contacts A Nature of Contacts B		<b>FL 4A-2,4B-3</b>		<b>175</b>									
5. Difficulty of Work Directed		<b>FL 5-7</b>		<b>930</b>		<b>27. TOTAL POINTS ←</b>				<b>3580</b>			
<b>28. GRADE ←</b>										<b>13</b>			
<b>CLASSIFICATION CERTIFICATION</b>													
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.													
29. SIGNATURE 										30. DATE <b>04/09/2008</b>			
31. NAME AND TITLE <b>Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team</b>													
32. REMARKS:								33. OPM CERTIFICATION NUMBER					
<b>Standards Used - JFS PROFESSIONAL &amp; ADMIN WORK ACCOUNTING &amp; BUDGET GROUP, DATED DEC 2000</b> <b>and OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98</b> <b>FLSA - Exempt</b>													

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>																			
1. FUNCTION (1)		2. DEPT CD. /AGCY-BUR-CD. (4)		3. SON (4)		4. MR. NO. (6)		5. GRADE (2)		6. IP NO. (8)									
<b>B. MASTER RECORD</b>																			
1. PAY PLAN (2)		2. OCC. SERIES (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (6)		5. OFFICIAL TITLE (38)											
6. HQ. FLD. CD. (1)		7. SUP. CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT CLASS (8)											
1 = HQ 2 = FLD		1 = Sup. SGE 3 = Mgr. SGE 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGE 8 = All Others		X = New Standard Applied Blank = NA		N = No Y = Interdis		MO DAY YEAR									
11. EARLY RET. CD. (1)		12. INACT/ACT (1)		13. DT. ABOL. (8)		14. DT. INACT/REACT (8)		15. AGENCY USE (10)											
1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		1 = Inactive A = Active		MO DAY YEAR		MO DAY YEAR											
16. INTERDISCIPLINARY SERIES (40)				(4) Per Block															
17. INTERDISCIPLINARY TITLE CODE (50)				(6) Per Block															
<b>C. INDIVIDUAL POSITION</b>																			
1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)		4. POS. SENS. (1)		5. COMP. LEV. (4)											
E = Exempt N = Nonexempt		0 = None 1 = CD 218 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		A = Sched A B = Sched B C = Sched C		0 = Excepted but not A,B,C		0 = Nonsensitive 1 = Noncritical 2 = Critical Sense									
6. WK. TITLE CODE (4)		7. WK. TITLE (38)																	
8. ORG. STR. CODE (18)								9. VAC REV CODE (1)											
1st		2nd		3rd		4th		5th		6th		7th		8th					
								0 = Position Action No Vacancy A = No Change				B = Lower Grade C = Higher Grade				D = Different title and/or series E = New Position/New FTE			
10. TARGET GD.		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST.					
				Blank = NA Y = Yes		State (2) City (4) County (3)				MO DAY YEAR		Blank=NA 1 = PAS		MO DAY YEAR					
18. GD. BASIS. IND (1)				7 = Equipment Devel. Guide				19. DT.REQ. REC. (6)		20. NTE. DT. (6)		21. POS.ST. BUD (1)							
1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG				4 = Sup./Program 5 = RGE 6 = Policy Analysis G E G				8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		MO DAY YEAR		MO DAY YEAR		Y = Perm N = Other					
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																			
Normal Act				Maintenance Review Act				Results											
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change				5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.				9 = Other			
23. DATE EMP. ASGN. (6)		24. DATE ABOL. (6)		25. INACT/ACT (1)		26. DATE INACT/REACT (6)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGENCY USE (8)							
MO DAY YEAR		MO DAY YEAR		1 = Inact. A = Act.		MO DAY YEAR													
30. CLASSIFIER'S SIGNATURE												31. DATE							
32. REMARKS																			

## STANDARD POSITION DESCRIPTION

**Official Title:** Deputy State Conservationist  
**Working Title:** Deputy State Conservationist  
**Classification:** GS-301-13  
**Number:** NHQDEPUTY13

**Date:** April 9, 2008  
**Classified by:** NHQ  
**Location:** State Office

**Note:** This is a standard position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team.

### INTRODUCTION

The incumbent serves as the deputy to the State Conservationist and shares fully in the management, leadership, and direction of all administrative and technical functions involved in planning, organizing, and implementing a comprehensive soil, water and resource conservation and development program for the state. The incumbent is under the supervision of the State Conservationist.

### MAJOR DUTIES

- a. Within the framework of broad national policies, provides overall leadership, including quality management; establishes state policy, standards, and procedures; and directs all phases of a complete soil, water, and resource conservation program, including implementation of the conservation titles of the Food Security Act and Farm Bill.
- b. Manages the implementation of a system of quality control including program and functional inspections and reviews to evaluate effectiveness of program planning and work accomplished, and to determine adherence to policy standards.
- c. Directs an administrative program including a comprehensive personnel management program, financial planning and management, equipment and property management, construction contracting, procurement and supply, space management, records management, and communications.
- d. Responsible for an information program designed to market the agency and keep the public informed of Service goals and accomplishments and to stimulate interest and participation in the soil and water conservation program.
- e. Establishes guidelines for business planning which results in immediate and long-range objectives, time tables, and plans of operation to best utilize all available resources and facilities consistent with agency's strategic plan.
- f. Initiates and provides leadership for special studies to improve all phases of operations, including manpower utilization, position management, cost reduction, etc., and reports on results for adoption and coordination with similar studies made elsewhere in the Service.
- g. Analyzes research needs, arranges with State agencies for necessary research, evaluates results, adopts findings, and otherwise provides for full utilization of the latest technical and scientific data in the field of soil and water conservation and resource development.

h. Serves as a consultant and advisor to the Chief, Associate Chief, Regional Assistant Chief, and State Conservationist in developing and improving Service-wide policies and procedures; serves on various committees, study groups, task forces, etc. as assigned by the Chief and Secretary of Agriculture.

i. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances, and other personnel actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age, or physical or mental handicap.

j. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or physical or mental handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operations in all units under their supervision, as well as by recipients.

k. Seeks out, coordinates and maintains relationships and serves as primary spokesperson with a wide range of leaders in both private and public entities to ensure that agency mission and programs are widely understood and common goals are fostered. Maintains extensive contacts and coordinates Service programs with other Federal agencies, State and local government officials, public and private agencies, and other groups and individuals. When serving as Chairperson, acts as the department spokesperson on those matters concerning the Food and Agriculture Council (FAC) including rural development, protection of agricultural lands, emergency preparedness, and administrative matters. Must be able to speak with authority and accurately represent the Department of Agriculture and the Natural Resources Conservation Service on agricultural issues, policies, programs, and administrative concerns.

### **Supervision Received**

General guidance and direction is provided by the State Conservationist.

**Performs other duties as assigned.**

**CONDITION OF EMPLOYMENT** – Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

## **EVALUATION FACTORS**

### **1. PROGRAM SCOPE AND EFFECT - LEVEL 1-3 (550 POINTS)**

Together with the State Conservationist, directs the NRCS programs for the state. Provides complex administrative, technical and professional services affecting a large population of private landowners, numerous groups, and governmental bodies and agencies at multiple field, area, local partnership, and RC&D office locations.

### **2. ORGANIZATIONAL SETTING - LEVEL 2-2 (250 POINTS)**

Incumbent is accountable to the State Conservationist who is one reporting level below the first Senior Executive Service (SES) position.

### **3. SUPERVISORY & MANAGERIAL AUTHORITY - LEVEL 3-2 (450 POINTS)**

Directs, coordinates, or oversees work through subordinate supervisors, responsible for the direct supervision of the administrative management. Assigns work to subordinates based on priorities. Working with the State Conservationist, the incumbent exercises delegated managerial authority in the overall planning, direction and timely execution of a series of annual, multiyear, or similar types of long-range work plans and schedules for the soil and water conservation programs.

Evaluates work performance of subordinates. Gives advice and instruction to employees on both work and administrative matters; interviews candidates for positions in the work units; takes minor disciplinary actions as warranted. Hears and resolves complaints from employees referring more serious complaints to higher level supervisor.

Along with the State Conservationist has final authority for exercising the full range of personnel actions within the state, subject to mandatory clearances for specific major actions and proposals.

### **4. PERSONAL CONTACTS – LEVEL 4A-3, 4B-3 (175 POINTS)**

a. Nature of Contacts - The incumbent shares fully with the State Conservationist the responsibility for developing and maintaining contacts with individuals and organized groups outside the agency, such as State organizations and agencies, the Environmental Protection Agency, US. Fish and Wildlife Services, U.S. Forest Service, key legislator staff members, congressional committees, and journalists and reporters for newspapers, television, and radio. Contacts may take place in meetings, conferences, briefings, speeches, presentations or hearings. They may require extemporaneous response to unexpected or hostile questioning. Preparation typically includes briefing packages or similar presentation materials and often requires the assistance of support staff.

b. Purpose of Contacts - The purpose of contacts is to influence, motivate, and persuade persons and groups to accept and support the goals and objectives of the agency.

### **5. DIFFICULTY OF TYPICAL WORK DIRECTED - LEVEL 5-7 (930 POINTS)**

The incumbent shares fully with the State Conservationist the administrative and technical responsibilities for developing and carrying out a comprehensive soil and water conservation

program for the State. The base level of work which best characterizes the nature of the basic non-supervisory work is GS-12. This constitutes 25% or more of the workload of the organization.

#### **6. OTHER CONDITIONS - LEVEL 6-5 (1225 POINTS)**

Together with the State Conservationist, the incumbent has responsibility for administrative supervision for an entire state staff. This involves both direct and indirect supervision of employees in State, area, and field offices in various professional series (e.g., Soil Conservationists, Engineers, Soil Scientists, etc.). The incumbent is often required to review and adjust statewide objectives and goals as a result of changes in legislation, budget or agency priorities. This involves changes in long-range goals, plans and objectives as well as changes in organizational structure which has a major impact on the entire state's program. Decisions and recommendations at this level have a long-range effect on the administration of key agency programs and on the goals of major public and private conservation organizations.

**This position is determined to be exempt from the provisions in the FLSA as defined in 5 CFR 551.204.**

## **EVALUATION SUMMARY**

### **DEPUTY STATE CONSERVATIONIST**

**GS-0301-13**

**USDA – NRCS**

#### **INTRODUCTION**

The incumbent serves as the deputy to the State Conservationist and shares fully in the management, leadership, and direction of all administrative and technical functions involved in planning, organizing, and implementing a comprehensive soil, water and resource conservation and development program for the state. The incumbent is under the supervision of the State Conservationist.

#### **SERIES AND TITLE DETERMINATION:**

The primary duties of this position are to assist the State Conservationist with providing overall leadership, including quality management, and direct all phases of a complete soil, water, and resource conservation program; assist in managing the implementation of a system of quality control including program/functional inspections and reviews to evaluate effectiveness of program planning and work accomplished, and to determine adherence to policy standards; assist with directing an administrative program including a comprehensive personnel management program, financial planning/management, equipment/property management, construction contracting, procurement/supply, space management, records management, and communications; assist with directing an information program designed to market the agency and keep the public informed of Service goals and accomplishments; and establish guidelines for strategic planning which results in immediate and long-range objectives, time tables, and plans of operation. This position is managerial and administrative in nature, and has duties and responsibilities covering a wide range of areas, therefore, it most closely matches the series definition for the GS-0301, Miscellaneous Administration and Program series. This series includes positions the duties of which are to perform, supervise, or manage non-professional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. No titles are specified for positions classified in this series, therefore the official title assigned to this position is Deputy State Conservationist.

#### **GRADE LEVEL DETERMINATION:**

As this position has been designated as supervisory, the General Schedule Supervisory Guide (GSSG) is appropriate for use in classifying this position. The GSSG employs a factor-point evaluation method which assesses 1) Program Scope and Effect; 2) Organizational Setting; 3) Supervisory and Managerial Authority Exercised; 4) Personal contacts; 5) Difficulty of Typical Work directed; and 6) Other Conditions. A factor-by-factor analysis follows:

**UNITED STATES DEPARTMENT OF AGRICULTURE**

**POSITION EVALUATION SUMMARY**  
**GENERAL SCHEDULE SUPERVISORY GUIDE**

Agency/Organization:	Official Title:
USDA – NRCS	Deputy State Conservationist
State Conservationists Office	Org. Title:
	Deputy State Conservationist
	Pay Plan/Series/Grade:
	GS-0301-13

FACTOR	LEVEL	POINTS	REMARKS
1. Program Scope & Effect	1-3	550	
2. Organizational Setting	2-2	250	
3. Supervisory & Managerial Auth.	3-2	450	
4. Contacts: A. Nature B. Purpose	4A-3	75	
	4B-3	100	
5. Difficulty of Base Work	5-7	930	
6. Other Conditions	6-5	1225	

S U M M A R Y	<u>Total Points</u>	3580	<u>Date</u>
			April 9, 2008
	<u>Grade Conversion</u>	GS-13	
	<u>Adjustment Factor Applied</u>  Yes ____ No <u>X</u> __		<u>Signature</u>  /s/ Darlene Locke, HRS, Employment/Class. Team/HRMD